



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

### \*\*\* VACANCY RE-ANNOUNCEMENT \*\*\*

NOVEMBER 27, 2012

#88-12

DEPARTMENT: CHILDREN'S RESIDENTIAL CENTER  
POSITION: SECRETARY/RECEPTIONIST  
SALARY: \$10.00-\$13.00 PER HOUR *FULL TIME WITH BENEFITS*  
CLOSING DATE: **OPEN UNTIL FILLED**  
SUPERVISED BY: CHILDREN'S RESIDENTIAL CENTER DIRECTOR

#### GENERAL DUTIES:

Performs secretarial and minor administrative duties for Director and Administrative Staff as well as specific tasks for Children's Residential Center (CRC) residents. The secretary/receptionist position is located in the Children's Residential Center facility and primarily performs day to day general clerical assistance, answering phones, fax, and receiving all mail. Due to the confidential nature of the CRC's program, the secretary/receptionist will be responsible for screening all visitors and transportation schedules.

#### DUTIES/RESPONSIBILITIES:

- Performs secretarial duties, including typing, correspondence and reports. Receives and screens calls and correspondence directed to Administrative Staff
- Manages the CRC calendars and arranges tentative schedules while coordinating with the Administrative Assistant
- Ensures a safe and therapeutic environment is maintained by developing and communicating procedures with residents, family members, placement agencies, visitors, and staff
- Answers and screens telephone calls and relays messages. Responds to routine telephone inquiries. Forward calls to appropriate party
- Prepares special and recurring departmental reports by gathering data from various sources, compiling and typing data
- Ensures the ordering and documentation of non-prescription and prescription medication (excluding IV medications) as prescribed by licensed medical professionals
- Receives, date stamps and distributes incoming mail, faxes, and purchase requisitions to appropriate staff
- May provide on-going observation of all consumer behavior, immediately reporting any potentially dangerous situations to the supervisor on duty
- Provides safe, timely transportation of consumers to and from the facility assigned

- Participates in the agency's orientation training, facility training, and staff meetings as scheduled
- Complies with the agency's on-going staff training hours requirement
- Participates in the agency's Quality Improvement System
- Evaluates program services/functions and encourages consumers to participate in decision-making, counseling, social recreational, cultural, day and other activities identified in their individual case plan
- Develops and maintains working relationships with all team members, including placement agencies, family members, guardians, fiduciaries, advocates, etc
- PERFORMS OTHER RELATED DUTIES AND ASSIGNMENTS AS REQUIRED

#### KNOWLEDGE AND SKILLS:

- Must be proficient in the use of Microsoft Office Software
- Safety precautions used in the transportation and consumer care
- Be able to type 30-50 wpm, take accurate notes at meetings
- Establishing and maintaining effective working relationships with professional staff, placement agencies, care givers, and community organizations

#### MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- Must have a high school diploma or GED and one (1) year experience working in an office or other clerical settings
- Must possess a valid Arizona driver license and be insurable under the CRIT agency's automobile policy
- Able to work flexible schedule as needed: weekends, nights, days, evenings, partial shifts, and holidays
- Obtain and keep current CPR and Standard First Aid certificate
- Able to operate common office equipment and have basic computer skills, including word processing
- Ability to effectively communicate in English both in writing and verbally
- Able to positively interact and develop rapport with consumers and their families, professional support staff, and placement agencies and the various levels of staff from community agencies
- Able to maintain a calm, non-defensive, supportive attitude during crisis or potential crisis situations
- Ability to uphold confidential standards for the protections of consumer's privacy rights
- Sensitive to at risk Native American children and adolescents

#### PHYSICAL REQUIREMENTS:

- Must be fully ambulatory and able to lift consumers (be able to lift a minimum of 50 pounds)
- Must be able to climb stairs and assist consumers in moving household items if necessary
- Must be able to assist with light household chores (involving many physical activities, cooking, including but not limited to kneeling, reaching, stretching, bending, etc., and the use of household cleaners)

- Must be able to endure extreme outdoor temperatures and sudden temperature changes
- Must be able to demonstrate competency in the following areas: Operate an agency transport vehicle; manual dexterity to keep documentation records; able to visually and auditory monitor consumers; perform crisis intervention techniques to prevent behavior harmful to the consumers or others; assess and provide behavior management in crisis situations and call for assistance if needed; and able to physically perform First Aid/CPR

#### **CRIMINAL HISTORY:**

Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act. The Colorado River Indian Tribes/Children's Residential Center shall not consider employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purpose of accessing criminal history information, the candidate will be fingerprinted.

The Children's Residential Center will also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history check, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process.

**APPLY:**  
**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE**  
**DEPARTMENT**  
**26600 MOHAVE ROAD**  
**PARKER, ARIZONA 85344**  
**For Employment Application visit: <http://www.crit-nsn.gov>**

#### **INDIAN PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

#### **C.R.I.T. Offers:**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

